

LiveText Information

<http://education.ucf.edu/livetext>

How to purchase LiveText online:

1. Go to the LiveText home page, www.livetext.com. Click "Buy Online" > "Student Membership"
2. Select your purchase option (standard student membership or with access to unitedstreaming™ video resources)
3. Click "Purchase Online"
4. Confirm your selection
5. Provide the registration and purchase information requested

How to create your LiveText portfolio:

1. After you have logged into LiveText, your account will default to the "Dashboard" page. This is your virtual homepage in LiveText. If you ever are lost, you can always easily return to the "Dashboard" page by clicking on the "Dashboard" tab near the top of any LiveText webpage.
2. To create your portfolio, switch to the "Documents" tab which is located immediately to the right of the "Dashboard" tab. Click "New" under the "My Work" section.
3. For "Folder," use the drop down menu to select "Portfolios" from the "University of Central Florida" section.
4. For "Template," use the drop down menu to locate and select your degree program.
5. For "Title," name your portfolio according to the following format: Last name, first name, middle initial, specific program name, and portfolio.
Example: Jones, Alicia I., BS Elementary Education Portfolio
6. Leave the default selections for "Layout" and "Style Set."
7. Click "Save as New Document" to finalize the creation of your LiveText Portfolio.

Note: You will only have one portfolio and all your work will be included in that portfolio. Do not create a separate portfolio per assignment.

Using the Live Text Portfolio

Purchasing LiveText, or Registering your keycode

1. Go to www.livetext.com
2. Choose Purchase/Register from the top of the page
3. If you have previously purchased a LiveText keycode from the bookstore, choose "Register", otherwise, choose "Purchase" (you will need a credit card to purchase online - \$98)
4. When completing the registration form, use your KNIGHTS.UCF.EDU email account for BOTH the personal and institutional email fields
5. Your Student ID is NOT an optional field. Enter your numeric PID without the leading letter.
6. If purchasing LiveText, choose "Standard" edition

7. Complete your purchase or registration and then log in

Creating your LiveText Portfolio (DO THIS ONLY ONCE!)

1. Once logged in, choose the "Documents" tab from the top of the page
2. Under the documents list, choose "New..."
3. For Folder, choose *University of Central Florida – Portfolio*
4. For Template, choose your degree program
5. For Title, type your last name, your first name, middle initial, and the program, exactly as it appears in the template line, up through the word Portfolio. Example:
Lastname, Firstname M., UCF BS Elem Ed Portfolio
6. Click "Save as New Document"

Accessing your portfolio

1. From the homepage (Dashboard), scroll down to the bottom of the screen –OR– choose the "Documents" tab at the top of the page
2. Click on your portfolio in the list of documents

Completing the Candidate Data Form

1. The first time you access your portfolio, a highlighted message will ask you to complete a form
2. Click on the Forms tab at the top of the page
3. Click on "Take Form" next to the Candidate Data form
4. Complete the questionnaire (skip #6 if it does not apply) and click SUBMIT FORM
5. Once complete, if you no longer wish to see the highlighted message when you open your portfolio, you may choose the edit option above the message, delete the message from the text box, and click "Save and Finish"

Adding Assignments to the Portfolio

1. Go to your portfolio
2. In the Table of Contents, choose the assignment you would like to submit
3. In the "Insert/Attach.... Here" section (at the bottom of the window), choose "Edit"
4. You may type or Cut-and-Paste your work into the text box, OR you can attach a file, such as a Word Documents, PDF, Power Point, etc., OR you may do both. Most students choose to use the "File Attachment" function to attach their work to their portfolio.
5. Once your work for the assignment is added to the page, click "Save and Finish" to complete the process.

How to Submit Assignments

1. From your dashboard, click on the "Submit Assignment" button to the right of the assignment name. This will bring you to the submissions page.
2. Click "File Attachment"
3. Click "Upload New File"
4. Click "Browse"

5. Once the assignment is submitted, the box on the submission page will turn yellow. This is how you know the submission was successful. You are done! You can return to your dashboard.
6. After your professor assesses the assignment, the button to the right of the assignment name on your dashboard will turn green and you can click it to view your assessment.

Note: This process does NOT add the assignment to your portfolio. That process must be completed separately. This is DIFFERENT from the old system that was used in previous semesters. Please remember to complete BOTH the submission step and add your work to your portfolio for every assignment.

How to View Assignment *Status* on the Dashboard

1. From your sign-in page, "Dashboard", you should see the list of courses that you are taking this semester. The LiveText Assignments for each course are listed under the course name. The color of the button to the right of each assignment name phase of submission – Red: Not Submitted, Yellow: Submitted, ready for
2. Your professor to assess, Green: Submitted and assessed (you're done!)